

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 10/10/2018

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Ann F Wheeler
Linda L Simon

BOARD MEMBERS ABSENT: Natalie M Nathan

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Roger Hales, Legal Counsel
Eric Nelson, Board Prosecutor
Betsy Duncan, Technical Records Specialist II

OTHERS PRESENT: Jamie Simpson, Idaho Department of Health and Welfare
Cory Sanford, HR Director, Ashley Manor

The meeting was called to order at 10:03 AM MDT by Heidi Brough Nye.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of 7/26/2018. It was seconded by Ms. Wheeler. Motion carried.

LEGISLATIVE REPORT

Ms. Cory said that the Bureau will be working on putting together legislative outreach meetings similar to the meetings last year with Board Members and Legislators. She said the Bureau would be reaching out to Board members in the next several weeks to see when they would be available to meet with legislators in their communities.

INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE

Ms. Cory let the Board know that the Interim Committee has scheduled its next meeting for Friday, 10/19/2018 at 10:00AM.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$79,987.98) as of 9/30/2018.

DISCIPLINE

Mr. Nelson presented case RCA-2018-5. Ms. Simon made a motion to approve the Findings of Fact, Conclusions of Law and Final Order with a noted modification, and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Wheeler. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Wheeler made a motion to approve the Bureau's recommendation and authorize closure in case RCA-2019-1. It was seconded by Ms. Hyde. Motion carried.

The Board reviewed a response to Stipulation and Consent Order case RCA-2018-6. Ms. Simon made a motion for Bureau staff to respond and work out a reasonable settlement to be reviewed and signed by the Board Chair. It was seconded by Ms. Ms. Hyde. Motion carried.

DISCIPLINE

Mr. Nelson returned a modified draft of RCA-2018-5. It was signed by the Board Chair.

OLD BUSINESS

The Board reviewed the To Do List.

The Board directed Mr. Hales to reconvene the subcommittee to draft a rule change regarding supervision for interns. The draft is to be reviewed by Ms. Simon and the Board Chair.

The item regarding boot camp training is to remain on the To Do List.

NEW BUSINESS

CONTINUING EDUCATION COURSES

The Board reviewed the curriculum documentation provided for the Ashley Manor CE courses and determined they would address approval issues in the New Business section of the agenda.

NOTIFICATION TO LICENSEES

Ms. Wheeler made a motion to approve the draft of a postcard to be sent to licensees notifying them of the proposed rule changes for the 2019 legislative session. It was seconded by Ms. Hyde. Motion carried.

NEXT MEETING was scheduled for January 24, 2019 at 10:00 AM MST.

NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS CONTRACT

The Board reviewed the contract draft with the National Association of Long Term Care Administrator Boards (NAB) for applicant examinations. Ms. Simon made a motion to approve the draft and authorize the Board Chair to sign. The motion also approved the payment of the annual contract fees. It was seconded by Ms. Hyde. Motion carried.

The Board directed Bureau staff to record the Total Scaled Score for the NHA Core and RCAL exam sections for licensees. The Board approved a letter draft instructing applicants that both sections are required for those choosing to take the NAB licensure examination.

APPLICATION FORMS DRAFT REVIEW

Mr. Hales presented application drafts with modifications made to ensure effective communication of the Board's Laws and Rules to applicants.

Ms. Simon made a motion to approve separate application forms for licenses, permits, and for licensed nursing home administrators applying for residential care administrator licenses, with noted modifications to be approved by the Board Chair. It was seconded by Ms. Wheeler. Motion carried.

DISCUSSION OF RULE 100

The Board reviewed Rule 100, which states the Board's application termination process. No action was taken.

CORRESPONDENCE

The Board reviewed correspondence from Jamie Simpson, Idaho Department of Health and Welfare, regarding course material on suicide prevention. The Board

determined that in accordance with Rule 401.2.b, no additional approval is necessary.

The Board reviewed correspondence from NAB with convention forum questions. Ms. Simon made a motion for Bureau staff to provide the Board's responses to NAB and contact the Board Chair with any questions. It was seconded by Ms. Hyde. Motion Carried.

CE COURSE REVIEW

The Board reviewed the course material submitted by Cory Sanford, Ashley Manor. Ms. Hyde made a motion to table the following courses:

- Theory X & Y
- Communication
- Teamwork
- Delegation
- Effective Decision Making

To approve the following courses for one presentation only and for 1 credit hour each:

- Accountability
- Performance Evaluation

And to deny approval of the following course:

- Human Resource Management

It was seconded by Ms. Simon. Motion carried. The Board directed Bureau staff to draft a letter to the course provider stating the evaluation requirements for the 2 approved course presentations and the requirements for further review of the tabled courses.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Simon. The vote was: Ms. Brough-Nye, aye; Ms. Hyde, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

Ms. Hyde made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

APPLICATIONS

All of the pending applications required additional information. The Board directed the applications to be reviewed by the designated Board member when the missing information is received.

CONTINUING EDUCATION FOR REINSTATEMENT

The Board reviewed CE submissions for reinstatement. Those found to be deficient are to be given a 30 day time period in which to submit replacement hours to the Board. After that time period, an investigative case will be opened for those in non-compliance.

CONTINUING EDUCATION FOR AUDIT

The Board reviewed CE submissions for audit. Those found to be deficient are to be given a 30 day time period in which to submit replacement hours to the Board. After that time period, an investigative case will be opened for those in non-compliance.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 2:16 PM MDT. It was seconded by Ms. Hyde. Motion carried.

Heidi Brough Nye, Chair

Kristen E Hyde

Natalie M Nathan

Ann F Wheeler

Linda L Simon

Tana Cory, Bureau Chief